

Volume V, Section 1— Implementation Guide

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Overview

Welcome to Volume V of the Common Origination and Disbursement (COD) Technical Reference written for users with Pell and/or Direct Loan systems used in combination with EDEExpress.

This volume of the *COD Technical Reference* provides guidance, edits, and record layouts for using 2004-2005 EDEExpress for Windows (the free software package provided by the U.S. Department of Education) in combination with your own system or vendor-provided software.

As an EDEExpress for Windows user, you are a Full Participant. As a Full Participant, also be sure to read the *2004-2005 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference*.

Each volume of the 2004-2005 COD Technical Reference is available for download from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site located at FSAdownload.ed.gov as well as the Information for Financial Aid Professionals Web site (IFAP) located at ifap.ed.gov, as needed.

What it Means to be a Combination User

As a financial aid administrator (FAA) at a combination school, you are aware of how complicated the entire financial aid process can be to manage. As a Full Participant, the COD system improves the flow of financial aid processing and can streamline the workload in your financial aid office.

The COD system continues to function using the basic process of schools submitting records and receiving responses. You can use EDEExpress in combination with your mainframe or third-party software to perform this task or part of this task with COD.

EDEExpress continues to use flat American Standard Code for Information Interchange (ASCII) files to communicate with your external system(s). You import flat ASCII files into EDEExpress to load Pell and/or Direct Loan data. In turn, EDEExpress exports your data to COD in the required extensible Markup Language (XML) format for Full Participants.

Once your data is processed, COD sends a response in XML format that can be imported into EDEExpress. You can then export the information you need to your mainframe or third-party software from EDEExpress in the ASCII flat file format.

Eventually, all schools must be XML compliant in order to exchange data with the COD system for processing Pell Grants and Direct Loans. If you use EDEExpress, you are a Full Participant in the COD process, and we have done the programming work for you.

Note: Schools that were NOT a Full Participant in 2003-2004 and are using the 2004-2005 EDEExpress software must contact COD School Relations to sign up to become a Full Participant.

The contact information is as follows:

- 800/474-7268 for Pell Grant assistance
- 800/848-0978 for Direct Loan assistance
- CODSupport@acs-inc.com

Note: If your school used EDEExpress in 2003-2004 and registered with COD at that time to be a Full Participant, you do NOT have to call COD and register again for 2004-2005.

Organization of this Guide

This Implementation Guide is a reference to assist school FAAs who use EDEExpress for Windows software in combination with their mainframe system or third-party software to process Pell Grants and/or Direct Loans. This guide also assists schools in implementing changes for the COD system for the 2004–2005 award year.

The following sections in Volume V contain pertinent combination system information:

- Section 2: Combination System Message Classes
- Section 3: Combination System Record Layouts
- Section 4: Combination System Edits

Enhancements and Changes to EDEExpress for 2004-2005

EDEExpress software has been enhanced to conform with the annual changes to COD, Pell, and Direct Loan processes. New for 2004-2005, EDEExpress provides a common setup feature for the Pell and the Direct Loan programs, as well as a common Origination tab and a common Disbursement tab. Separate Pell and Direct Loan origination and disbursement screens continue to exist to display mutually exclusive data elements.

EDEExpress Pell and Direct Loan users are Full Participants in the COD process for 2004-2005. They send and receive origination and disbursement data to and from COD using the Common Record XML format. If your school does not use EDEExpress for all of its Pell or Direct Loan processing, you are not required to move to XML now, but you do need to modify your processes to accommodate the new fields and edits that are implemented within EDEExpress due to COD.

Note: By 2005-2006, all schools are required to be Full Participants and process with COD using XML.

This section describes enhancements to the 2004-2005 EDEExpress software affecting Direct Loan and Pell functionality.

EDEExpress — Global

The following enhancements have been made to the EDEExpress software affecting Global functionality, which is applicable to the COD – Pell and Direct Loan module:

- The 2004-2005 EDEExpress database has been updated from the Access 97 database platform to Access 2002.
- The 2004-2005 EDEExpress software and other PC products are now referred to as “releases” rather than “versions.” For 2004-2005, Release 1.0 of EDEExpress contains Global, Application Processing, and Packaging functionality, and Release 2.0 adds Pell and Direct Loan functionality.
- The 2004-2005 EDEExpress software’s Windows icon and splash-screen have been color-coded pink to match the 2004-2005 FAFSA form, making it easier to distinguish from other EDEExpress releases.

- On the 2004-2005 FAFSA, the applicant is asked one Enrollment Status question, instead of the five separate Enrollment Status questions asked in previous cycles. EDEExpress matches the new field and utilizes the same valid values as the 2004-2005 FAFSA. These valid values are:
 - 1 = Full time
 - 2 = 3/4 time
 - 3 = 1/2 time
 - 4 = Less than 1/2 time
 - 5 = Not sure
- Some schools are prohibited from sending student correspondence displaying the student's SSN listed by mail. To provide these schools with greater flexibility, a checkbox is now available on the Print dialog for all EDEExpress letters (Award Letters, Document Tracking Letters, and User-Defined Letters) that excludes the SSN during paper printing of letters. EDEExpress continues to remove the student's SSN in all cases when printing letters to e-mail.
- File Format codes for External Export are now included in Prior Year Import functionality. If your File Format codes remain the same from the prior year, importing these codes from your 2003-2004 EDEExpress database will save you time by eliminating the need to recreate them in 2004-2005 EDEExpress setup.
- To more effectively communicate with students, the Document Tracking letter has been enhanced to display an "M" (Missing) or an "I" (Incomplete) next to the document description and use "Missing and/or Incomplete" in the body text of the letter as appropriate.
- The Add Date, Add ID, Add Time, Update Date, Update ID, and Update Time fields are removed from the User Data Report, as these fields are not truly User Defined Fields. All User Defined Fields continue to print on the User Data report.
- The Browse Only option definable at the Security Group level in setup is enhanced to enable access to any new buttons and dialogs within each tab. This enhancement enables Browse-Only users to "drill down" and view detailed information on EDEExpress records. For example, on the Awards Tab, a Browse Only user now has read-only access to data on any of the four dialogs attached to the tab, including the Awarded Funds grid.
- All Direct Loan and Pell setup is now entered under the COD Setup option on the Tools menu. Security Groups setup has been updated to enable you to modify access to the new COD Setup dialog.

- A new Global report called List – SSN Difference displays the discrepancies between original and current student identifiers. This report assists you with identifying all records for a student when multiple identifiers have been used for the student in a given award year.
- EDEExpress setup has been modified to enable you to define and save certain “stable” EDEExpress user data at the User ID level. While you will always be required to provide a PIN when accessing either the FAFSA or Student Inquiry tabs, the other user data required — such as SSN and DOB — is stored securely in the EDEExpress database and will be populated automatically on the login screen for FAA Access to CPS Online authentication. Personal data supplied in setup at the User ID level is viewable only by the individual who entered and saved the data. After the personal data is saved, it will display as a series of asterisks.

Setup

The following enhancements have been made to Direct Loan and Pell setup:

- For 2004-2005, Pell and Direct Loan Setup screens are located under one COD Setup tab. Where possible, we have combined Direct Loan and Pell setup fields into a single setup screen (although you will still be able to differentiate one program’s setup parameters from the other).
- From the COD Setup tab, you can access:
 - System (Pell and DL),
 - School (Pell and DL),
 - Disbursement Profile (Pell and DL),
 - Direct Loan Pnote Printer (DL only)
 - Direct Loan Tolerance (DL only)
- Direct Loan School setup has been expanded to include fields from the 2003-2004 Direct Loan System Setup that were not combined into the 2004-2005 EDEExpress COD System Setup. These fields include:
 - Total Prom Notes to be Printed
 - Prom Note Print Option
 - FAA Authorized Official
 - Sub/Unsub Loan Fee Percentage

- Sub/Unsub Interest Rebate Percentage
 - PLUS Loan Fee Percentage
 - PLUS Interest Rebate Percentage
 - Print to (L)ocal or (P)ermanent Address?
 - Are You a Special School?
 - Prompt to Create an Additional Sub/Unsub Loan During Origination Process?
 - Entrance Interview Required Prior to Disbursement?
 - Disclosure Statement Print Indicator
 - Actual Disbursement Type
 - Do You Use Multi-year MPNs at Your School?
- You can now enter multiple DL codes in School Setup and indicate which code is the default, similar to Pell setup.
 - The Disbursement Profile setup screens for Pell and Direct Loan are now combined into one setup screen. The Direct Loan Disbursement Profile Code replaces the DL Loan Period Code in previous EDEExpress versions. This enhancement allows you to use the same profiles for Pell and Direct Loan processing when appropriate. In the new setup table, you have the option to indicate whether a disbursement profile is for Pell-only, Direct Loan-only, or applicable to both. Disbursement edits are performed accordingly within EDEExpress.
 - In addition, the Disbursement Profile Code field is updated from two bytes to four bytes. This provides you added flexibility when setting up these codes.
 - You can now designate a default response for the “Combine DL and Pell data?” checkbox on the COD Export screen through the new COD System Setup. The checkbox remains available on the Pell and Direct Loan Export dialog, and can be modified.
 - EDEExpress start-up warning messages triggered when Entity IDs have not been defined for Direct Loan and/or Pell can now be turned off in COD System Setup. This option is especially useful to schools not using EDEExpress to process both Pell and Direct Loan.

Prior Year Import

The following enhancements have been made to Direct Loan and Pell Prior Year Import functionality:

- When performing a Prior Year Import, EDEExpress moves only the first unique Pell Disbursement Profile Code or the first unique Direct Loan Period Code (if you have used the same codes for both modules) into the new combined setup for both modules. Any subsequent entries are printed on the import edit report. This feature allows you to enter into setup any of the subsequent entries that you may decide to use again for 2004-2005 processing into setup.
- The Source Entity ID and the Third Party Servicer Flag can be included in Prior Year Import for both Pell and Direct Loan.
- The Reporting Entity ID and Attended Entity ID fields in Pell School Setup are now pulled forward by Prior Year Import. This same action occurs for Reporting Entity ID, Attended Entity ID, and Funding Method in Direct Loan School setup.

COD Processing (Pell and DL)

The following enhancements affect both Direct Loan and Pell data processing:

- Direct Loan and Pell Origination entry is now accessible through a single Origination tab, similar to the 2003-2004 Disbursement tab for both Pell and Direct Loan modules.
- For 2004-2005 Pell and Direct Loan processing, COD has provided schools with various message class options. To assist you with managing your files, EDEExpress is using year-specific COD Pell and Direct Loan message classes. The 2004-2005 message classes used by EDEExpress Release 2 are discussed in more detail in the Business Rules section of this volume.
- Valid date ranges for Pell and Direct Loan processing are updated for the 2004-2005 processing cycle to synchronize EDEExpress with COD edits and federal policy. These updated data ranges are discussed in more detail in the Business Rules section of this volume.
- To align import edit reports for Pell and Direct Loan with COD processing, import edit reports for DL Anticipated and Actual (or “funded”) Disbursement Response files have been updated to display information in a format similar to the Pell Origination Response report.

Pell Only Processing

The following enhancements affect Pell data processing only:

- When importing ISIRs into the EDEExpress Pell module and selecting the “Import Packaging Data?” option, and a Disbursement Profile Code, the software automatically sets the records to be sent to COD in the next document. This default can be modified on the Import screen.
- To avoid receiving a reject from COD, EDEExpress no longer allows you to save a Pell Disbursement with a Disbursement Sequence Number = 01 and a Disbursement Release Indicator (DRI) = false with a Disbursement Amount of \$0 unless the disbursement has already been accepted by COD. Once the disbursement is accepted by COD, you may reduce the Disbursement Amount to \$0.
- The Pell List-Document Activity report has been updated to only display documents that contain Pell data. Previously, this report displayed Pell-only, both Pell and Direct Loan, and Direct Loan-only documents.
- The Disbursement Document Summary Report is no longer a report option in EDEExpress, as most schools now use the COD Web site to track COD Document statistics.
- When you import an ESOA report into 2004-2005 EDEExpress, the GAPS Award Number now displays in the following format: P063P041234.
- The Pell External Import Change process has been updated to require only the fields that are to be modified and the Origination ID. You are no longer required to populate all Pell Origination data elements in your import change file. To accomplish this, the external add now allows filler in non-modified fields. There has been no change to the existing external add record layout in implementing this enhancement.

Note: The enhanced Pell External Import Change functionality does not extend to correcting fields to blank. Use manual entry or Pell multiple entry to correct fields to blank.

- EDEExpress now exclusively imports the Primary EFC value for Pell Origination records when performing an ISIR import into the Pell module.

- Pell Origination record fields used to calculate credit/clock-hour program eligibility have been relocated to a topic box titled “Enrollment Information – For School Use Only.” With the exception of Enrollment Status, the following fields moved are not stored or returned by the COD system, and will not be exported to COD as part of the Origination record. However, the following fields can still be used by credit/clock-hour schools on the separate topic box internally to calculate student eligibility:
 - Enrollment Status
 - Academic Calendar
 - Payment Methodology
 - Weeks of Instructional Time Used to Calculate Payment
 - Weeks of Instructional Time in Program’s Academic Year
 - Credit/Clock Hours Expected to Complete This School Year
 - Credit/Clock Hours in Program’s Academic Year
- Pell Data Export functionality has been updated to include two new Pell-specific reports you can request from COD: the Pell Potential Overpayment (POP) Report (PGPR05OP) and the Pell Verification Status Report (PGVR05OP).
- Pell School Setup has been updated to provide the options to process Pell awards and disbursements using whole dollars or using pennies. Pell rounding rules used by EDEExpress are discussed in more detail in the Business Rules section of this volume.

Direct Loan Only Processing

The following enhancements affect Direct Loan data processing only:

- For 2004-2005, COD is requiring Anticipated DL Disbursement information when establishing an award for all schools. All terminology in EDEExpress referring to “Edit-Only” has been updated to read “Anticipated” Disbursement.
- A single entry Disbursement grid is now provided to accommodate both Anticipated and Actual DL Disbursements. For that reason, the Action Types of D (Disbursement entered using gross or net amount) or Type U (Update DRI to True) are no longer necessary and are removed from manual and multiple entry. The Action Types of D and U continue to be available for the DL Import Add/Change process.
- COD comment codes now display under the View menu on the Disbursement tab rather than on the Disbursement entry grid. This enhancement will reduce the need to scroll within the entry grid on the Disbursement tab to locate this data.
- To be consistent with COD, the Disbursement Date field for a disbursement adjustment is defined as the same date as Disbursement Sequence Number 1 (or a “Q” transaction date), and is no longer defined as the transaction date of the adjustment. To assist you in tracking the actual date a disbursement adjustment occurs, a new field called “Action Date” is available on the Disbursement entry grid. This enhancement provides you the flexibility to record the date the action/adjustment was performed at your school.
- If you attempt to import an amount of “0” for the Loan Amount Approved field through the DL External Import Add file, the import edit report displays text advising “Loan Amount must be > \$0 in order for the loan to be originated.”
- You now have the option to utilize the Master Promissory Note (MPN) Status of “T” in EDEExpress for PLUS loans. The MPN Status of “T” is used to indicate you assume an MPN is on file at COD for the borrower. When this status is recorded within EDEExpress for a borrower, EDEExpress does not require the printing of an MPN.
- You can now enter the MPN Status of “T” for a PLUS loan either manually or through multiple entry. As a result, when a PLUS loan is accepted by COD and the Response file is imported into EDEExpress, the MPN Status is updated with the status on file at COD.
- All PLUS credit decision information, and status codes, are now displayed in a centralized location on a separate dialog box accessible from the Origination tab.

- Schools can now retrieve the Deferment Request form from the Direct Loan Servicing Web site. As a result, and to avoid any potential inconsistencies, we have removed the option to print the form from EDExpress.
- We have added the ability to modify the DRI flag for Direct Loan Disbursement records through Multiple Entry, as well as modify Disbursement Amount and/or Disbursement Date values.

Business Rules

The following issues may affect your combination system:

2004-2005 COD Message Class Options

2004-2005 Updates to Valid Date Ranges

Pell Option to Use Whole Dollars or Pennies

Pell Potential Overpayment (POP) Report

Pell Verification Status Listing Report

Direct Loan Ancillary Services (for example, where to mail an MPN)

Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement (for example, use of the new PLUS MPN)

2004-2005 COD Message Class Options

2004-2005 Modification: For 2004-2005, COD provides various message class options for sending and receiving Common Record data to and from COD. The 2004-2005 Common Record Message class options include:

- Non-program specific and non-award year specific (current COMRECIN and COMRECOP)
- Award year specific and non-program specific (Option selected by EDEExpress)
- Program specific and non-award year specific
- Award year specific and program year specific

2004-2005 EDEExpress is using the award year specific message class option for sending and receiving Common Record data for Pell and Direct Loan. These message classes are:

2004-2005 Message Class	Data Description
CRAA05IN	COD Common Record data sent to COD from EDEExpress
CRAA05OP	COD Response from COD to EDEExpress
CRRC05OP	COD Receipt from COD to EDEExpress

This choice provides you the advantage of viewing the award year of the data within the Common Record file prior to importing the file into EDEExpress. EDEExpress is NOT using the options for program specific message classes.

In addition, COD sends all web-generated and system-generated transactions such as a Pell Negative Disbursement or a Direct Loan Promissory Note Response to all schools in new award year specific message classes.

Note: These options do not affect the Pell and Direct Loan report messages.

All message classes used by 2004-2005 EDEExpress are outlined for you in the 2004-2005 COD Technical Reference, Volume V, Section 2: Combination System Message Classes. All COD message classes are outlined in the 2004-2005 COD Technical Reference, Volume II, Section 2: COD Message Classes.

2004-2005 Updates to Valid Date Ranges

2004-2005 Modification: Valid date ranges for Pell and Direct Loan processing are updated for the 2004-2005 processing cycle. This modification affects EDEExpress edits and valid field content. Below is the listing of updated 2004-2005 date ranges.

Pell	Direct Loan	Data Element	Date Range
X	X	Date of Birth	01/01/1905 to 12/31/1996
X		Pell Enrollment Date	01/01/2004 to 06/30/2005
X		Pell Payment Period Start Date	01/01/2004 to 06/30/2005
X		Pell Disbursement Date	06/21/2004 to 09/30/2009
	X	Direct Loan Award Begin Date	07/02/2003 to 06/30/2005
	X	Direct Loan Award End Date	07/01/2004 to 06/29/2006
	X	Direct Loan Academic Year Start Date	07/02/2003 to 06/30/2005
	X	Direct Loan Academic Year End Date	07/01/2004 to 06/29/2006
	X	Direct Loan Disbursement Date	06/22/2003 to 10/27/2006

Pell Option to Use Whole Dollars or Pennies

2004-2005 Modification: Pell School setup provides the option for a school to process Pell awards and disbursements either using whole dollars or using pennies.

- EDEExpress provides a school level option to calculate and store disbursements and scheduled award amounts with pennies or as whole dollars.
 - When a school chooses to process Pell using pennies (at the school level), both the scheduled award amount and the disbursement amounts **MUST** be calculated using pennies.
 - When a school chooses to process Pell using whole dollars (school level), both the scheduled award amount and the disbursement amounts **MUST** be calculated using whole dollars.

- The Pennies or Whole Dollars option is available under COD School Setup/Pell.
- Once a school has calculated at least one Pell award in EDEExpress, the Pennies/Whole Dollars option cannot be updated.
- All EDEExpress Pell reports continue to display cents.
 - When EDEExpress processes Pell awards and disbursements using pennies, EDEExpress Pell reports display cents.
For example, \$100.34
 - When EDEExpress processes Pell awards and disbursements using whole dollars, EDEExpress Pell reports display two zeros to the right of the decimal.
For Example, \$100.00
- The Calculated Award Amount is always less than or equal to the Scheduled Award Amount.

Pell POP Report

2004-2005 Modification: The Pell POP report is a new report available to schools from COD.

This report displays the total number of students in a POP situation at your school within a reporting period and the total number of students who are no longer in a POP situation but were previously reported. In the event that there are no students in POP for a reporting period, only the following comment displays *****This Report Contains No Data*****.

The Pell POP report can be requested via Pell Data Request through SAIG or on the COD Web site. Upon import, this report can be printed by EDEExpress. Importing this report does NOT update the EDEExpress database.

EDEExpress utilizes the following report specifications for the Pell POP Report:

Message Class: PGPR05OP

Format: Preformatted, portrait via SAIG

Pell Data Request Type: P

In addition, this report is generated weekly and placed in your School News Box on the COD Web site. Refer to the *2004-2005 COD Technical Reference, Volume VIII: COD Reports* for additional information regarding this report.

Pell Verification Status Report

2004-2005 Modification: The Pell Verification Status Report is a new COD report that is sent to schools monthly via SAIG or via the COD web site (School News Box). To assist schools with their verification process, this report lists students that are selected for verification by the CPS and have an actual disbursement on file at COD. Of these students, the report displays students that have no verification information reported to COD, for example, students with a verification status of “W” or blank on file at COD.

Upon import, this report can be printed by EDEExpress. Importing this report does NOT update the EDEExpress database.

Note: Schools participating in the Quality Assurance program do not receive this report.

In addition, this report can be requested via Pell Data Request through SAIG or on the COD Web site using the Data Request Type of “V.”

EDEExpress utilizes the following report specifications for the Pell Verification Status Report:

Message Class: PGVR05OP

Format: Preformatted, portrait via SAIG

Pell Data Request Type: V

Refer to the *2004-2005 COD Technical Reference, Volume VIII: COD Reports* for additional information regarding this report

Direct Loan Ancillary Services

All MPNs must be mailed and accepted before the loans are booked. The hardcopy MPNs must be accompanied by a paper manifest that lists the borrower's name and MPN Identification (ID) for each MPN in the shipment. Also, the paper manifest provides a certification to be signed by an official at the school.

Note: For 2004-2005, schools continue to send batches of MPNs with paper shipping manifests to the following address:

P.O. Box 5692
Montgomery, AL 36103-5692
1-800-848-0978

MPNs for subsidized and unsubsidized loans and MPNs for PLUS loans must be batched separately and a separate paper manifest created for each. Each document may contain up to 100 notes. Additionally, separate documents (manifests) must be created for each Direct Loan school code. The MPN Manifest option is available through the EDEExpress Print process.

Upon receipt of a batch of MPNs, the notes are reviewed manually. Once the notes are received in the mailroom, the notes are manually inspected for missing or incorrect information. A generic checklist is used. If it is determined that there are errors or information is missing, the checklist is marked in the appropriate blank describing the error that needs to be corrected. The checklist and MPN are returned to the school or borrower, whichever is appropriate. If a note is rejected, a new MPN must be printed with the corrected data and resubmitted to COD.

Once an MPN is processed by COD, you receive an MPN Response which includes the MPN status and can be used by EDEExpress.

More information on MPN Responses can be found in the *2004-2005 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference*. You may want to become familiar with all volumes in the *COD Technical Reference* to gain a full understanding of the COD system.

Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement

This section describes the Direct Loan MPN Multi-Year and Single Year notes, as well as the PLUS credit decision, and the Disclosure Statement.

Direct Loan Master Promissory Note

Starting in 2003-2004 and forward, the MPN is the approved promissory note for Direct Subsidized and Unsubsidized Loans and PLUS loans for all schools. All MPN processes and procedures apply to all loan types.

Note: Please refer to the Implementation Guide found in the *2004-2005 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference* for complete details regarding Direct Loan Master Promissory Notes.

The MPN is a legal document requiring the borrower to repay the funds borrowed under the Direct Loan Program. An MPN must be signed by the borrower before a Direct Loan can be disbursed. An MPN can be either a paper MPN or an e-MPN.

No dollar amount is printed on the MPN by the school or COD. (Loan amount and disbursement amounts are printed on the Disclosure Statement.) An MPN ID is generated for each MPN and is printed on the MPN. The 21-character MPN ID is used by COD to identify which loans are linked to an MPN. A Sub/Unsub MPN ID contains an 'M' in the tenth position. A PLUS MPN ID contains an 'N' in the tenth position.

The COD System links an accepted Subsidized/Unsubsidized award to a valid MPN using the following student data elements:

- Current SSN,
- Date of Birth, **AND**
- First two characters of the first name **OR** the first two characters of the last name, if the first name is blank.

More information on Linking MPNs can be found in the *2004-2005 COD Technical Reference, Volume II, Section 1 - Full Participant Implementation Guide*.

MPN Features

All MPNs are processed using the multi-year (MY), single-year (SY), or, in the case of PLUS loans, single-loan (SL) feature. The SL feature applies only to PLUS loans with an endorser. Schools must use the same MPN feature for all loan types, subsidized, unsubsidized and PLUS loans. For example, a school cannot process MPNs using the MY feature for subsidized/unsubsidized loans and the SY feature for PLUS loans. More details on each feature are discussed in the next few paragraphs.

Multi-Year MPN Feature

Beginning in 2003-2004, the authority to process Direct Loans using the multi-year MPN feature was expanded. Under this expanded authority, unless a school is specifically informed otherwise, all Direct Loan schools may allow borrowers to receive loans for subsequent academic years based on a previously signed MPN (even if that MPN was signed before the effective date of the expanded authority). For more information regarding eligibility for the multi-year MPN feature see the Dear Colleague Letter GEN-02-10 (November 2002) and *2004-2005 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference*

Under the multi-year feature, multiple loans for a borrower are linked to the same MPN across schools and academic years. A school using the multi-year feature can use any MPN accepted by the COD system even if that MPN was signed before the effective date of the expanded authority for multi-year use of the MPN.

On the Response, there is an MPN Indicator for subsidized/unsubsidized/PLUS loans. If the loan record has been linked to an MPN at COD, the MPN Indicator is populated with a “Y.” Loan records not linked to an MPN on file at COD have the MPN Indicator populated with an “N.”

Note: When processing 2004-2005 loan records, COD is aware of open MPNs processed by the Loan Origination Center (LOC) for program years prior to 2003-2004.

Schools using the multi-year feature must have a confirmation process in place. The confirmation process for subsidized/unsubsidized loans may be active or passive, however, schools must implement an active confirmation process for PLUS loans.

Note: For more details regarding a confirmation process, refer to the Direct Loan School Guide, Chapter 6 at ed.gov/offices/OSFAP/DirectLoan/dl_guide.pdf

Determining the MPN Status for Subsidized/Unsubsidized Loans When Using the Multi-Year MPN Feature

For subsidized/unsubsidized loans processed using the multi-year feature, determining the MPN Status is a two-step decision making process within EDEExpress.

First, EDEExpress checks for other existing originated subsidized, unsubsidized, or PLUS loans for the student. When another loan exists within EDEExpress for a student, EDEExpress reviews the MPN Status of the existing loan.

IF...	THEN...
The MPN Status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (A, P, S, M, or T)	EDEExpress updates the MPN Status of the originating loan to “T,” assumes a valid MPN exists
The MPN Status of the existing loan indicates no valid MPN exists (R or N)	EDEExpress sets the MPN Status of the originating loan to “R,” ready to print, and a new MPN can be printed

EDEExpress MPN Statuses: **N:** Not ready to print (Sub/Unsub only), **R:** Ready to print, **P:** Printed or request to print sent to COD, **S:** Signed & returned (available when current value is P), **M:** Manifested, **A:** MPN Accepted by COD, **X:** MPN Pending, **T:** MPN Exists (available when current value is N, R, P, S or M)

When no other loan(s) exist within EDEExpress for a student, EDEExpress reviews the ISIR MPN Indicator if ISIRs were imported into EDEExpress.

IF...	THEN...
The ISIR MPN Indicator indicates an active MPN at COD (A)	EDEExpress updates the MPN of the originating loan to "T," assumes a valid MPN exists
The ISIR MPN Indicator is blank or indicates no valid MPN (I, C, N, or U)	EDEExpress sets the MPN Status of the originating loan to "R," ready to print, and a new MPN can be printed

ISIR MPN Indicator: A: Active, I: Inactive, C: Closed, N: None or Unavailable, or U: Updated

Determining the MPN Status for PLUS Loans When Using the Multi-Year MPN Feature

For PLUS loans processed using the multi-year feature, a school can set the MPN Status to "T" either manually or through multiple entry in EDEExpress. The MPN Status of "T" is used to indicate you assume an MPN is on file at COD for the borrower. When the MPN Status is set to "T," EDEExpress does not require the printing of an MPN for that PLUS loan. Upon importing the COD Response for an accepted PLUS loan, EDEExpress is updated with the MPN Status on file at COD.

Single-Year MPN Feature

The single-year feature is available to all schools and requires that a new MPN must be completed by a borrower for each academic year. All schools NOT eligible to process MPNs using the multi-year feature must use the Single-Year feature. Schools eligible for the multi-year feature may opt to process MPNs using the single-year feature. The school's processing feature is updated in EDEExpress Setup and on the COD Web site.

A single-year school must use an MPN generated at or for that school only. A single-year school can link multiple loans for the same academic year, for the same student, to the same MPN. The academic year start and academic year-end dates must be the same on all loan records linked to a specific MPN.

On the Response, there is an MPN Indicator for subsidized/unsubsidized/PLUS loans. If the loan record has been linked to an MPN at COD, the MPN Indicator is populated with a "Y." Loan records not linked to an MPN on file at COD have the MPN Indicator populated with an "N."

Determining the MPN Status When Using the Single-Year MPN Feature

When processing loans using the Single-Year feature, EDEExpress looks for other originated loans for the student with the same academic year within EDEExpress to determine the MPN Status.

IF...	THEN...
No other loans exist for this student within EDEExpress	EDEExpress sets the MPN Status of the originating loan to “R,” ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates do NOT match the loan being originated	EDEExpress sets the MPN Status of the originating loan to “R,” ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates match the loan being originated, EDEExpress reviews the MPN Status of the existing loan: If the MPN Status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (A, P, S, M, or T) If the MPN Status of the existing loan indicates no valid MPN exists (R or N)	 EDEExpress updates the MPN Status of the originating loan to “T” and assumes a valid MPN exists EDEExpress sets the MPN Status of the originating loan to “R,” ready to print, and a new MPN can be printed

N: Not ready to print (Sub/Unsub only), **R:** Ready to print, **P:** Printed or request to print sent to COD, **S:** Signed & returned (available when current value is P), **M:** Manifested, **A:** MPN Accepted by COD, **X:** MPN Pending, **T:** MPN Exists (available when current value is N, R, P, S or M)

Note: For schools implementing single-year functionality the ISIR MPN Indicator is not used in the process to determine if a new MPN should be printed since a previous year’s MPN is not relevant.

Single-Loan MPN Feature

The single-loan MPN is an MPN linked to a PLUS loan that is accepted with an eligible Endorser who has an approved credit decision. Once an Endorser is associated with a PLUS loan, the MPN linked to that PLUS loan cannot be linked to any other loans even if the school uses the multi-year MPN feature. The MPN Status for a single-loan MPN is determined by COD.

When a PLUS loan with an endorser is linked to an MPN, the COD system returns an MPN Status of Accepted on the Response. Once the single-loan MPN is established, it becomes an inactive MPN and no other loans can be linked to that same MPN. In addition, all other pending or active PLUS MPNs for the borrower become inactive at COD. Future ISIRs display an MPN Status of Inactive and a new MPN must be completed if the borrower wants to borrow a subsequent PLUS loan.

Importing the MPN Status from COD

EDEExpress imports the determined MPN status for a loan from COD via the common record Response. When the loan is accepted by COD, COD links the loan to an MPN, if possible. The Response (CRAA05OP) contains COD's MPN status for the loan record.

Upon import of the COD response file, EDEExpress updates the MPN Status of a loan.

IF COD MPN Status Imported is:	THEN EDEExpress Updates to:
A = Accepted MPN at COD	A = Accepted by COD
I = Inactive	R = Ready to Print
R = Rejected or MPN not on file	R = Ready to Print
X = Pending MPN at COD	X = Pending

Valid MPN

An open MPN is valid for up to ten years from the date the MPN is received by the COD system if at least one disbursement is made within a year from the date COD received the MPN and the borrower has not closed the note.

Note: If at least one disbursement is NOT made on any of the loans linked to an MPN within twelve months, the MPN is closed by COD.

To close an MPN a borrower must send a written request to the Direct Loan Servicing or to the school. If the closed notification is received at the school, the school must forward the original documentation to COD School Relations Center. Upon receipt of a written request, COD manually closes the MPN and sends a confirmation letter to the borrower. Once an MPN has been closed, no new loans can be linked to it. Loans that are already linked to a closed MPN can continue to use that MPN for disbursement processing. A new MPN must be generated if new loans are to be originated. When a loan is processed by COD and all MPNs for the borrower on file at COD are closed, an MPN Status of R (MPN not on file) is returned in the Response to the school.

PLUS Credit Decision Status

When importing a common record Response (CRAA05OP) for a PLUS loan, the PLUS Credit Decision Status for the PLUS loan is updated in EDEExpress. A PLUS loan is not linked to an MPN until the borrower has an accepted PLUS Credit Decision Status. PLUS Credit Decision Statuses are A = Accepted, D = Denied, and P = Pending.

When a PLUS borrower requests a credit decision override or submits an Endorser Addendum, a Credit Decision Override Response (CRCO05OP) is generated by COD to communicate the updated Credit Decision Status. **Valid values for the PLUS Credit Decision Override Code are C = Credit overridden as a result of new credit information provided, E = Credit overridden as a result of an endorser's approval, D = Credit denied as a result of an endorser's denial and N = Credit denied after pending.** When the Credit Decision Status is updated to "Accepted," the COD system attempts to link the PLUS loan to an MPN. If the loan is linked to an MPN, an MPN Response (CRPN05OP) is generated to communicate the updated MPN Status. Upon importing the Credit Decision Override Response, EDEExpress updates the PLUS Credit Decision Status. Upon importing the MPN Response, EDEExpress updates the MPN status for the PLUS loan.

Please refer to the 2004-2005 *COD Technical Reference, Volume II: Common Record Full Participant Technical Reference* for additional information regarding requesting a PLUS Credit Decision or appealing a PLUS Credit Decision.

Generating Disclosure Statements

Disclosure Statements are required for all loan types (subsidized, unsubsidized, and PLUS loans) and can be printed by COD or a school.

EDEExpress provides the capability to print Disclosure Statements for subsidized, unsubsidized, and PLUS loans. When the school prints a Disclosure Statement, the Disclosure Statement Print Indicator value of O = Onsite (School Print) within EDEExpress is translated to a Disclosure Statement Print Code of "S" (School Prints and Sends to Borrower) **on the Common Record export that is sent to COD.**

Note: Please refer to the Implementation Guide found in the 2004-2005 *COD Technical Reference, Volume II: Common Record Full Participant Technical Reference* for complete details regarding Generating Disclosure Statements.

System Options

To help you decide how best to incorporate EDEExpress for Windows, consider the following questions.

Grant and Loan Volume	How large is the grant and loan volume at your school?
Available Resources	How much of the following resources are available: staff, data processing resources, equipment, and money?
Existing Systems	What existing systems are in place and how easy are they to integrate?
Time Constraints	Is there enough time available to develop a system?
Campus Communications	Are there existing means of communication between offices involved in the Direct Loan Program and/or the Federal Pell Grant Program? (These offices could include financial aid and bursars.)

The U.S. Department of Education gives you maximum flexibility in fashioning a system solution that best meets your school's needs. As a combination school, you should consider the following options:

EDEExpress for Windows

EDEExpress for Windows is a comprehensive financial aid management system provided at no cost by the U.S. Department of Education.

- It is a student-based system that allows you to process federal application data, including loading and printing Institutional Student Information Records (ISIRs) received electronically from the CPS ISIR Datamart and viewing and correcting individual ISIRs through FAA Access to CPS Online.
- It also computes student award packages, maintains funds, tracks file documents, generates reports, establishes Pell and Direct Loan origination records, prints promissory notes, and manages and reports Pell and Direct Loan disbursement data.

EDEExpress supports all the necessary tasks required to participate in the Federal Pell Grant Program and the William D. Ford Federal Direct Loan Program. Schools using this software can refer to the COD Desk References for Pell and Direct Loan or the online Help in EDEExpress for assistance.

EDEExpress and its desk references along with other documentation are located at

FSAdownload.ed.gov.

Combination EDEExpress/Custom System

You can choose to use any of the processing functions provided by EDEExpress in conjunction with external systems or software from another vendor.

EDEExpress allows you to import data captured in other on-campus systems (for example, a financial aid packaging system).

You can export data needed by other on-campus systems (such as the school's business office) from the EDEExpress database.

Interface with Other Software Systems on Campus

Your other school computer systems, used for registration or accounting, are potential providers of data to EDEExpress. EDEExpress is designed to import data captured in other systems and reformatted according to specifications provided in this technical reference. Likewise, data in EDEExpress can be exported for use in other on-campus systems.

Benefits to Using EDEExpress

If you currently use another system for Pell and Direct Loan processing, consider that 2004-2005 EDEExpress for Windows:

- Is already fully XML-compliant to work with the COD system
- Automatically translates the flat file that you imported from your mainframe or third-party software upon export to COD
- Can automatically convert XML records from COD to flat ASCII and export them to a flat file for your mainframe or another system on campus
- Offers a powerful standard query language (SQL)-based query function for extracting data

- Uses a friendly Windows interface
- Is proven to work well in combination with mainframe systems
- Is backed by expert technical support

PC Requirements for EDEExpress

For PC requirements, see the *Installation Guide for EDEExpress for Windows* (year specific), located at FSAdownload.ed.gov or contact CPS/WAN Technical Support at **800/330-5947** or cpswan@ncs.com.

The Basic Process for Combination Systems

As you review your processing methods and how you currently use EDEExpress, or if you are considering using EDEExpress, ask these questions:

- What is the source of my data?
- How will I synchronize updates to the data between EDEExpress and the mainframe?
- How will I synchronize updates to the data my office shares with other offices on campus?

Every combination school's processing environment is unique. As a simple example, however, the steps for processing Pell and Direct Loan records with EDEExpress and the COD system in a combination system environment could be similar to these:

1. In EDEExpress, import an ASCII file of records from the mainframe using the **Import External Add** function.
2. Update records in EDEExpress by importing an ASCII file from the mainframe using the **Import External Change** function.
3. For Direct Loan, create or verify MPNs if needed. (These can come from the External Add or Change files.)
4. Export the information from EDEExpress (data is automatically translated to XML format) to COD for origination via the Student Aid Internet Gateway (SAIG).
5. Receive Common Records Receipts and Responses from COD via SAIG.

Note: The COD System sends one Response document for each Common Record document submitted.

For Responses received via the SAIG mailbox, schools also have the option to receive a Full or Standard Response to Common Records processed by the COD System. A Full Response contains all the original tags sent by the school and the rejected data elements and reason codes. A Standard Response contains only the rejected data elements and reason codes.

When processing Common Records, EDEExpress always requests and receives Full Responses from COD. The request that EDEExpress sends in the Common Record for a Full Response overrides the school's option set on the COD web site. For example: If you set your school option to receive Standard Response and you send your data to COD using EDEExpress, COD is going to return a Full Response.

Note: All web-generated Responses are Full Responses.

For further information, record layouts, and processes, Full Participants should refer to the *2004-2005 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference*.

6. Import the Receipts and Responses into EDEExpress.
7. If the originations and MPNs were submitted successfully and accepted, disburse funds to the students.
8. Export information to COD.
9. Use the **Query** function in EDEExpress to extract student information from the records and print the information to a file for the bursar's office.
10. Export the updated records to an ASCII file from EDEExpress using the **Export External** function.
11. Load the file of updated records to your mainframe or third-party software.
12. Make changes to the student records, if corrections are needed.

Modification for 2004-2005: The Pell External Import Change process only requires those fields that are to be modified and a few key fields to be imported into EDEExpress. Any fields not modified are to be submitted as filler. The External Add Record Layout is updated to allow filler in any non-modified field. Refer to the *2004-2005 COD Technical Reference, Volume V, Section 3: Combination System Record Layouts*.

Combination System Message Classes

Volume V, Section 2 provides the 2004-2005 Pell and Direct Loan EDEExpress message classes.

Documents

The COD Process begins when a Full Participant school submits a Common Record. For the 2004-2005 Award Year, the Common Record is submitted by Full Participants in one of three ways:

- Document Submission (**Note:** This is the option for EDEExpress users.)
- On-Line Submission via the COD Web site
- Direct transmission via the Enterprise Application Integration (EAI) Bus

EDEExpress in combination with EDconnect and SAIG allows users to participate in the COD System via the document submission process. For questions regarding the other two submission options, please refer to *2004-2005 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference*.

Document Submission

All Common Records documents are submitted to COD's SAIG mailbox. The EAI Bus performs periodic sweeps of COD's SAIG mailbox and transmits the Common Record data to the COD System.

EDEExpress continues to export Pell and Direct Loan files with document headers and trailers. The document header contains a Document ID that is unique to the export document.

For more information regarding transmitting to SAIG, see the *SAIG Host Communication Guide* at FSAdownload.ed.gov.

The Document Integrity Rule

EDEExpress requires document integrity. As a result, COD returns a response for every Pell or Direct Loan record submitted by the school. If a school submits a document with 1,000 Pell records, COD returns a response corresponding to only those 1,000 records. The response file always contains the same Document ID originally submitted by the school.

Tracking Document IDs

Schools should track Document IDs on their systems. The EDEExpress software provides document-level tracking capability through the **Browse** feature located within the Tools menu option. You can track COD submissions with the Document Activity grid through this system option. COD submissions may have Pell – only data, DL – only data, or both Pell and DL data.

All Document IDs transmitted to COD using EDEExpress have the same format and are 24 characters long. The format is CCYYMMDDHHmmssff999999999.

This format contains the current system date, time, and the Source Entity ID from COD System Setup. All of the document identifiers are listed within the Combination System Message Class table.

Note: The Manifest Document ID is also tracked in the Document Activity Grid but it uses the Reporting Entity ID, not the Source Entity ID.

Note: The Combination System Message Class table, along with other message class information, is found in the *2004-2005 COD Technical Reference, Volume V, Section 2: Combination System Message Classes*.

Combination System Record Layouts

Interfacing your school's system with EDEExpress for Windows reduces the effort of preparing data by importing student data from your existing systems into EDEExpress. You can also take advantage of the built-in edits in EDEExpress to ensure that your records contain valid data. And, after processing Pell and/or Direct Loan records with EDEExpress, you can create a customized export file to share the data with your school's other systems.

The *2004-2005 COD Technical Reference, Volume V, Section 3: Combination System Record Layouts* contains the record layouts that enable you to use EDEExpress for Windows in combination with your school's software to process Pell Grant and Direct Loan data.

Imports

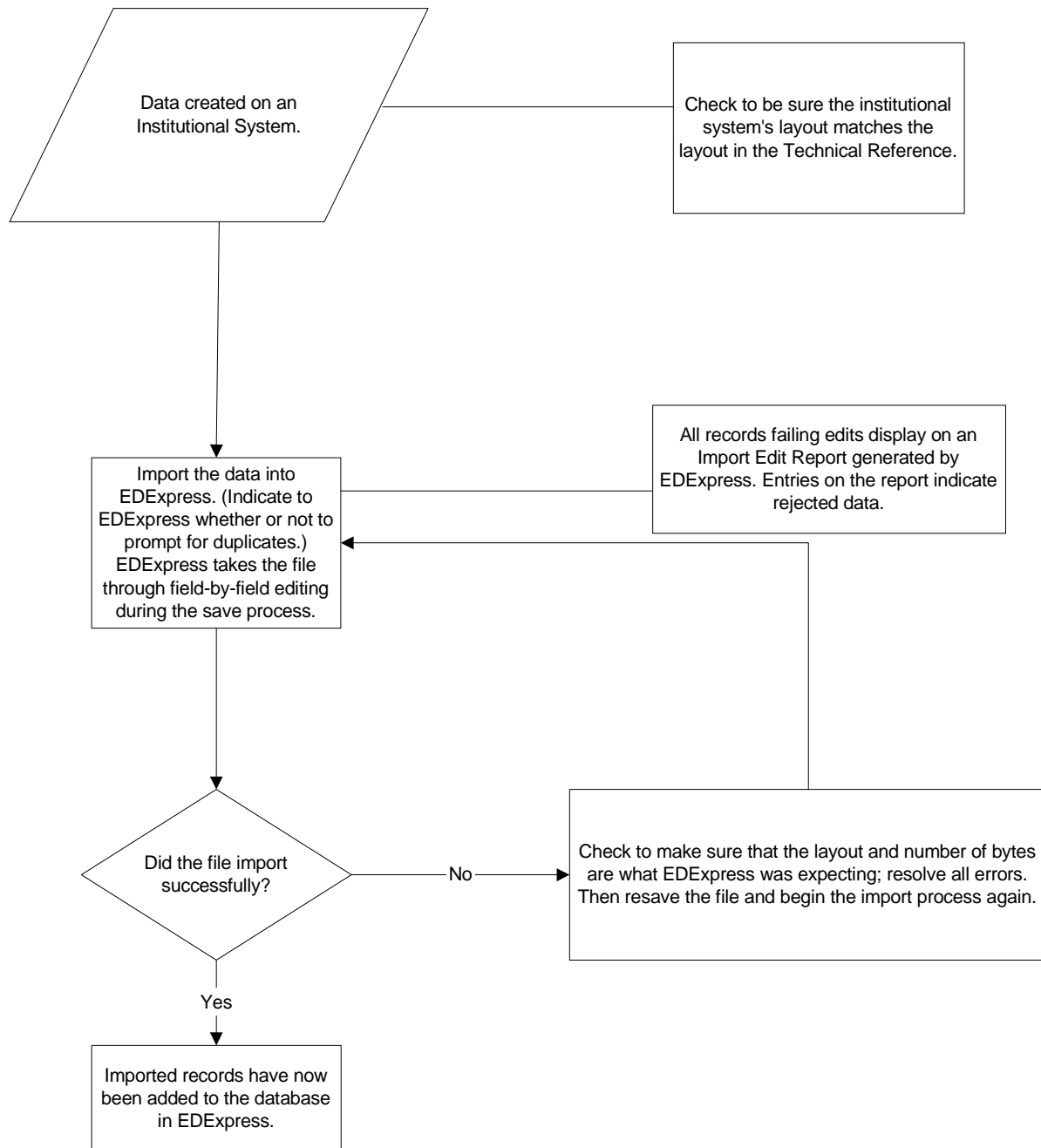
The import process allows you to quickly add and update both origination records and disbursement records using a combination of EDEExpress and your school's system or third-party software. Remember, to import data from another system to EDEExpress, you must format the data according to the record layouts in Section 3 of this volume.

EDEExpress receives data from external systems without a header and trailer record but does require ASCII format, with the end of each record marked with carriage return/line feed characters (ASCII 13 and 10). There is no end of file marker (EOF), only the final carriage return/line feed marker after the last record.

Note: If the file is incorrectly formatted without the carriage return/line feed, the import fails and the following error message displays: *Invalid Record Length*. (You are given the record size of the import file.)

The figure on the next page shows the External Import process.

External Import



Import External Add or External Change Records

Here are the basic steps for importing external data into EDEExpress for Windows.

1. Select **File, Import** from the menu bar.
2. Click the tab of the module you want to use (Pell or Direct Loan.)
3. Click the down arrow on the Import Type text box to display a list of file types to import.
4. Select the file type.

For Pell, choose **Origination Data – External** or **Disbursement Data – External**.

For Direct Loan, choose **Loan Data – External Add** or **Loan Data – External Change**.

5. Confirm that the default filename and data directory you established in Setup appears in the **Import From** box.

Or, if you want to import from a different filename, click the **File** button to locate and name the file, then click **OK**. EDEExpress enters the filename in the text box automatically.

6. Click **Printer, File**, or **Screen** as the report output destination.

If you want to send the report to a file, click the **File** button to locate and name the file, then click **OK**. EDEExpress enters the filename in the text box automatically. Remember that if you print to a file, no hard copy prints on your printer. To print a hard copy, you need to either open the printed file and print OR re-import the file and select **Printer** as your output destination.

7. Click **Y** for Yes at the Prompt for Duplicates option if you want EDEExpress to display the IDs for records that are duplicates of those already in your database. If you are importing external change records for Direct Loan, skip this step.
8. Click **OK** to import the file and send the report to the destination you chose. The Database Load statistics dialog box appears.
9. Click **OK** to close the Database Load statistics dialog box. If you chose Screen as your output destination, use the scroll bars to view and click **OK** when you are finished.
10. Review the results. If errors occurred, correct them in your import file, resave the file, and import the file again.

Prompt for Duplicates

If you want to be warned when EDEExpress encounters a record in the database with the same ID as a record being imported, mark the Prompt for Duplicates option in the Import dialog box.

With the option enabled, EDEExpress prompts you for the following actions when it encounters a duplicate record:

- **Skip?** This option skips the current record and the import process advances to read the next record in the file. No updates are made to the current record.
- **Skip All?** This option skips the current record and all other duplicates without notification. No updates are made to any of the duplicate records that are found. EDEExpress does not prompt you when it finds duplicates during the process
- **Update?** This option prompts you to update the current record and continues processing with the next record. The update option processes the current record, then advances to the next record and prompts you again when another duplicate record is found.
- **Update All?** This option updates the current record and all other duplicate records throughout the process without warning you of duplicate records found.

Note: If you do not mark the Prompt for Duplicate option, EDEExpress automatically skips duplicate records.

Import Edits for Valid Values

As the import progresses, all records are passed through field-by-field edits. EDEExpress checks each field for valid content. If any field fails an edit, the record is rejected. The fields causing the rejection and appropriate invalid value messages are displayed on the Import Edit Report.

All records that successfully pass the valid values edits are saved to the EDEExpress database.

End-of-Entry Edits

During the External Import process, EDEExpress passes the data through these edits. If any edit is hit, an error message appears on the Import Edit Report at the end of the process. You may also see “Invalid Value” errors on this same edit report. If this type of error appears, go to the data element in the record layout and refer to the “Valid Values” column in the record layout for help in resolving it.

Correcting Errors

Invalid or missing data must be updated on the external system. You must then recreate the External Add or Change record and re-import it into EDEExpress.

If you are importing only to add previously rejected records, you can reuse the original import file after updating the rejected records. You do not need to remove the previously accepted records from the import file. EDEExpress skips these records unless you use the Prompt for Duplicates option to choose a different action.

As with the original import, the corrected records run through the edits again. If they pass all edits, EDEExpress saves them to the database. The correction and re-import process can be repeated until all errors are resolved.

Modification for 2004-2005: The Pell External Import Change process only requires those fields that are to be modified and a few key fields to be imported into EDEExpress. Any fields not modified are to be submitted as filler. The External Add Record Layout is updated to allow filler in any non-modified field. Refer to the *2004-2005 COD Technical Reference, Volume V, Section 3: Combination System Record Layouts*.

Import Edit Report

An Import Edit Report is created for each file of imported records. This report identifies rejected records and provides statistics on the number of records added to the database.

Pell External Imports

This section contains information on processing Pell awards using EDEExpress in combination with your school's system.

Once you populate your Reporting and Attended Entity IDs and your Reporting and Attended Pell ID in EDEExpress, you can import external origination or external disbursement files from another system. Records can be set to Ready to Batch when you import these external files.

External Origination Add/Change Record

This layout designates the data elements that are required for the origination record type. It is used by external automated systems to add and change origination award records in your EDEExpress database. The detail of each record is based upon a set of predefined field elements. Create the file using the PGEO05OP message class so that it can be imported into EDEExpress.

Note: Changes to the Origination record use the same record layout and apply to the entire award period.

Modification for 2004-2005: The Pell External Import Change process only requires those fields that are to be modified and a few key fields to be imported into EDEExpress. Any fields not modified are to be submitted as filler. The External Add Record Layout is updated to allow filler in any non-modified field. Refer to the *2004-2005 COD Technical Reference, Volume V, Section 3: Combination System Record Layouts*.

External Disbursement Add/Change Record

This layout designates the data elements that are required for the disbursement record type. It is to be used by external automated systems to add and change disbursement records in your EDEExpress database. The detail of each record is based upon a set of predefined field elements. Create the file using the PGED05OP message class so that it can be imported into EDEExpress.

Note: Changes to disbursement records use the same layout.

Include Records in Next Document Submission

If you select **Include Records in Next Document Submission** in the Import dialog box, EDEExpress applies end-of-entry edits to the origination records. They are reviewed for the integrity of their content before they are saved to the Pell database. The origination status of all records that meet the conditions of all required edits is then set to R-Ready to Export.

Records that contain inadequate information are rejected and the import report displays the details of the failed edit condition. Users are not able to set the record to the R-Ready to Export status until it is changed to conform to edit specifications.

If you do not select **Include Records in Next Document Submission**, you must use the Multiple Entry feature in EDEExpress or set the origination records to R-Ready to Export one at a time. See the online Help in EDEExpress for information on Multiple Entry.

Disbursement records that successfully pass valid field content edits are systematically added to the Pell database at the R-Ready to Export Status.

Resolving Edits

To resolve field-by-field edits or data element edits, refer to the Valid Values column in the record layout and the End-of-Entry Edits table at the end of this section.

Import Edit Report

At the completion of the import process, an Import Edit Report is generated. The Import Edit Report gives record level detail as well as summary information for the outcome of the import file. The following statuses are printed in summary at the end of the report.

		Status
Records Added	Total of 1 st time records added	A
Records Read	Total of all records read	
Records Updated	Total of records changed	U
Records Rejected	Total of records with errors	E
Records Skipped	Total of records disregarded	S

Direct Loan External Imports

This section contains information on importing and processing Direct Loans using EDEExpress in combination with your school's system.

Note: In the COD process, the Award ID is the Loan ID.

External Import Add

When importing new records into the Direct Loan database in EDEExpress, you must create a file of borrower records according to a standard file layout. See the External Import Add record layout in the *2004-2005 COD Technical Reference, Volume V, Section 3: Combination System Record Layouts* for layout and file creation specifications. Create the file using the DIEA05OP message class so that it can be imported into EDEExpress.

If the record passes reject editing and a loan ID is not specified in the import file, the loan record is added to the EDEExpress database and a 21-digit Loan ID is assigned. The Loan ID is important to systems interfacing with EDEExpress, because it is needed when making changes to existing records.

When a loan record is imported, EDEExpress searches for records with an identical student SSN, Loan Type, Program Year, and Direct Loan School Code. If there is no match, EDEExpress assigns 001 as the Loan Sequence Number.

More about the Loan Data Add File Layout

Certain borrower information is required before you can originate a loan. This information includes data about the borrower such as the name, address, date of birth, citizenship, and year in college. Also, it includes information specific to the loan, such as the loan amount approved, loan period start and end dates, and assumed MPN status. When creating the import file, please refer to and adhere to the column marked “required field” in the External Import Loan Origination Add file (DIEA) record layout.

EDEExpress automatically performs the origination process for all records containing all of the required origination fields. This step is performed during the import process for all records with a loan origination status of N.

If your school chooses to fill field #1 with a pre-assigned loan ID, you can assign any loan sequence number (001 to 999). However, we strongly recommend that you start the loan sequence number creation with 001 and do not start with 101.

External Import Change

This type of import allows you to submit changes from your school’s systems to the EDEExpress Direct Loan database. To do this, as with originations, you must create a file of borrower records according to a standard file layout. Use the External Import Change record layout and the table of Loan Origination Import Change Field Numbers to create your change record. These can be found in the *2004-2005 COD Technical Reference, Volume V, Section 3: Combination System Record Layouts*.

Create the file using the DIEC05OP message class so that it can be imported into EDEExpress.

Each record must contain the borrower's loan ID, the field number of the field to be updated, and the updated value.

To import most efficiently, you should import the records in Social Security Number order, and the fields to be updated within each change record should appear in numerical order. For example, if you are changing fields S013 (Borrower's Telephone Number) and S101 (Student’s Local Address City), field S013 should appear first in the change record, followed by field S101.

Each change record contains space for up to 10 data element changes. Multiple change records can be exported for a Loan ID if more than 10 changes are required.

Formatting Corrected Values

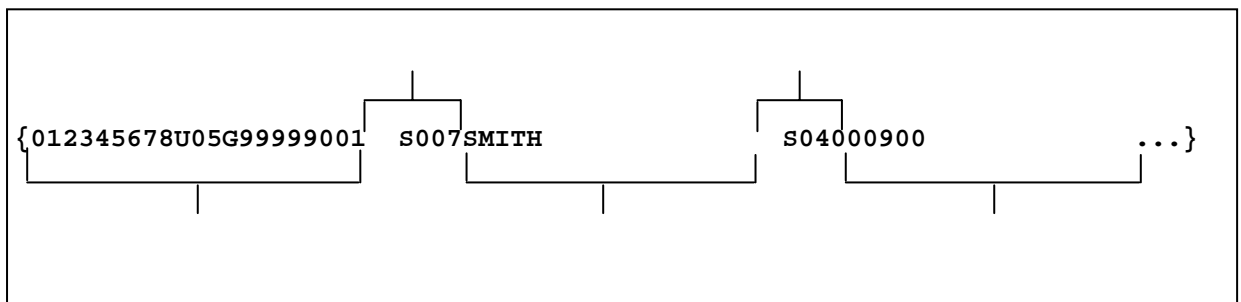
Corrected values must be left-justified within the 50-byte change value field. Numeric fields are left-justified and blank-filled up to the maximum number of positions for that field. For example, when correcting a 5-byte numeric field to a value of “900,” the correction record would display 00900 with 45 blank spaces.

Example:

Two changes are submitted to a loan record whose ID is 012345678U05G999999001:

- A change in the borrower's last name to SMITH, and
- A change in the first anticipated disbursement gross amount to \$900.

The following would be the contents of the change record excluding the create time, document number, and User ID fields at the end of the record:



Importing Actual Data into EDEExpress

You can create a change record to import actual disbursement data from an external institutional system into EDEExpress. To do this, use the External Import Change record layout (DIEC05OP) in the *2004-2005 COD Technical Reference, Volume V, Section 3: Combination System Record Layouts*.

The change record should include the following data elements:

Field	Change Field Number
Loan ID	N/A
Sequence Number	N/A
Disbursement Number	D003
Disbursement Date (formerly Transaction Date)	D004
Action Date	D009
Action Type (Actual Disbursement)	D006
Action Amount (Actual Disbursement)	D007
Actual First Disbursement Change Flag	D008

Disbursement Action Types

The gross, fee, interest rebate, and net amounts are sent to COD for all Anticipated and Actual Disbursements. Disbursement records can be recorded in EDEExpress by entering either actual gross or net amounts. EDEExpress calculates the other amounts.

You indicate whether disbursements are entered using the gross amount or net amount in COD System Setup/Direct Loan. Once a disbursement is entered into EDEExpress using a disbursement gross amount or a disbursement net amount, all disbursement records for that loan must be entered using the same method.

When entering an actual disbursement adjustment (date or amount), you also enter the disbursement number, the action date, and the Action Type field. This field identifies whether the adjustment is for a disbursement date or amount and describes the disbursement amount you are entering.

The following chart describes the Action Types available.

Description	Action Type
Enter Gross or Net Amount of the disbursement	D
Enter Gross or Net Amount of the adjustment	A
Use Anticipated Disbursement amounts to enter Actual Disbursement Gross or Net Amounts to the Disbursement grid.	U
Enter Net Adjustment Amount (positive or negative) of the adjustment	N
Enter Adjusted Disbursement Date	Q

Sequence of Disbursement Records

Disbursement records should occur in the file grouped by Loan ID. The records must be sorted within Loan ID by Disbursement Number and Disbursement Sequence Number using the Previous Disbursement Sequence Number for Disbursement Sequence Numbers 66-90.

For example, a loan has one actual disbursement and two adjustments. The table below demonstrates the appropriate sort order for these disbursement transactions.

	Disb Number	Disb Date	Disb Sequence Number	Previous Disb Sequence Number	Action Date
Disbursement	01	09/10/2004	01		
1st Adjusted Disbursement Amount	01	09/10/2004	66	01	09/15/03
2nd Adjusted Disbursement Date	01	09/10/2004	02	66	10/01/03

Inactive Loan Process (Adjustments to Zero)

Individual disbursements and the Loan Amount Approved can be adjusted to zero. This process provides you the flexibility to increase the loan by simply recording and sending COD an upward adjustment if the loan or disbursement is to be reactivated after being adjusted to zero.

When you select the Inactive flag in EDExpress, a dialog box appears with two options.

Option 1 Marks the loan inactive so it no longer appears on reports.	Loan Amount Approved – not adjusted Anticipated Disbursement – not adjusted
Option 2 Marks the loan inactive so it no longer appears on reports and generates necessary change records to be exported to COD.	Loan Amount Approved – adjusted to zero Anticipated Disbursement – adjusts ALL anticipated disbursements

Note: If the sum of Actual Disbursements is changed to \$0, EDExpress displays a message suggesting that you may also want to change the Loan Amount Approved to \$0.

The following scenarios demonstrate this process:

Scenario A

Description: School A needs to cancel an entire loan and ***no*** Actual Disbursements have been made.

1. Reduce the Loan Amount Approved to \$0 or mark the loan Inactive and select the option to reduce the Loan Amount Approved to \$0.
2. Save the record.

Note: The Save process within EDExpress automatically reduces each Anticipated Disbursement to \$0.

3. Export a Common Record that contains the change to the Loan Amount Approved and all Anticipated Disbursements to COD.

If you later decide to reactivate this loan:

4. Increase the Loan Amount Approved to the appropriate amount, which automatically resets the Inactive Flag.

5. EDEExpress automatically recalculates the Anticipated Disbursements.
6. Export a Common Record that contains the change to the Loan Amount Approved and all Anticipated Disbursements to COD.

Scenario B

Description: School B wants to cancel an entire loan, but Actual Disbursements have been made.

1. Adjust all Actual Disbursements to \$0 and send in a Common Record that contains the adjusted disbursement record to COD.
2. At the same time, reduce the Loan Amount Approved to \$0 or mark the loan Inactive and select the option to reduce the Loan Amount Approved to \$0.
3. Save the record.
4. Export a Common Record that contains the change to the Loan Amount Approved.

If you later decide to reactivate this loan:

5. (As in Step 4 for Scenario A) Increase the Loan Amount Approved to the appropriate amount. The current anticipated disbursements are NOT recalculated.
6. Enter new Anticipated Disbursements with new disbursement numbers.
7. Mark the Disbursement Release Indicator (DRI) and an actual disbursement record is sent to COD to report the new Actual Disbursement amounts.

Scenario C

Description: School C wants to only cancel individual Actual Disbursements but not inactivate the loan:

1. Adjust the individual Actual Disbursements to \$0.
2. Export a Common Record that contains these adjusted disbursements to COD.

If you later decide to reactivate these disbursements, you must submit the new disbursement amounts and the new disbursement dates as two separate disbursement adjustment transactions.

3. Export the Common Records to COD to report the adjusted disbursement amounts and adjusted disbursement dates.

4. Next, enter the **new disbursement date** (Q type transaction) and export a Common Record to COD to report the adjusted disbursement date. The adjusted disbursement date transaction ensures that the interest calculation on the reactivated disbursement is calculated accurately.

Prompt for Duplicates

If you marked the Prompt for Duplicates checkbox in the Import dialog box and EDEExpress discovers a record with the same student SSN, Loan Type, Program Year, and DL Code as on a record being imported, it proceeds according to the action you select. For example, when you select:

- C (Create All), EDEExpress creates a new loan record when a duplicate record is found. EDEExpress assigns the next highest Loan Sequence Number.
- N (Skip Duplicate Record), EDEExpress skips the duplicate. The record is skipped and counted on the Import Edit Report as a skipped record.

Loan Types in the Database

EDEExpress maintains separate records for each borrower loan type. For example, if a borrower is associated with a subsidized loan, unsubsidized loan, and PLUS loan, three records are imported to EDEExpress, one for each loan type. For each imported record, a record is established in the Loan Origination database.

For all loan types, the Loan Origination database maintains demographic information about the borrower. In addition, student demographic information is maintained for PLUS loans.

Disbursement Profile Codes (formerly DL Loan Period Codes)

Notes regarding Disbursement Profile Codes in EDEExpress:

- You can include a Disbursement Profile Code without including the Loan Period Start/End dates, Academic Year Start/End dates, or the Anticipated Disbursement dates (Disbursement Profile Code must already be included in your setup.)
- You can include a Disbursement Profile Code with corresponding Loan Period Start/End dates, Academic Year Start/End dates, and Anticipated Disbursement dates (EDEExpress adds this Disbursement Profile Code, Loan Period Start/End dates, Academic Year Start/End dates, and Anticipated Disbursement dates to your setup.)
- You can include Loan Period Start/End dates, Academic Year Start/End dates, and Anticipated Disbursement dates, without a Disbursement Profile Code (EDEExpress creates a generic Disbursement Profile Code in your setup.)

External Exports (Pell and Direct Loan)

The Export function in EDEExpress allows you to extract the data you need, in a format you create, for whatever purpose you choose. For example, when you receive responses for the disbursement records you send to COD, you can create an ASCII file from the data that contains only the information needed by the business office to update student accounts.

Consider the following scenario:

The Admissions Office at your school is compiling confidential statistics on the student population, and they need some data on Pell or Direct Loan recipients. They want only a little information about each student, not the student's entire financial aid record, and they want to use the data on their mainframe computer. You find you can accommodate their request easily by exporting the data from EDEExpress. You would follow these basic steps:

1. **Identify the fields** on the loan record that collect the information needed by the Admissions Office.
2. **Create a file format** that contains those fields using the File Formats tool in EDEExpress. To create the file format first, you assign a code to the file format and enter a description so that you can identify it. Then you select the data fields you want to be included in the file format from a menu. (See "File Formats" later in this section and the online Help in EDEExpress for information about creating and using file formats.)
3. **Export the data.** When you begin the export process, you select the records you want to export using queries. You also select the format code so EDEExpress knows what format to use. In other words, EDEExpress exports exactly the data you specify from only the records you select. The data you export is always in ASCII format. The Admissions Office staff told you that having the file delimited by tabs would make moving the data onto their mainframe much simpler, so you choose the Tab Delimited option in the Export to File dialog box and proceed with the export.
4. **Print the format** you used to export the data and give the printout to the administrators of the Admissions Office's computer system. The format lists the fields you selected. When the administrators match the format to the exported data, they can identify the data elements in each student's record.

The key points are to give the printed file format to the people receiving the data and to tell them that the file is in ASCII format.

Header and Trailer Records

Because each school's system has unique requirements for importing data files, the export files created by EDEExpress for use by external systems are created without header or trailer records attached. If needed, the appropriate header or trailer records must be created by your school's system upon import.

Also, these export files are created in ASCII format and the end of each record is delineated or marked with carriage return/line feed characters (ASCII 13 and 10). There is no end of file marker (EOF), only the final carriage return/line feed marker after the last record.

Remember that before you can export external data, you must first establish file formats to format the data for the external systems that will use it. Each file format is identified by a code. Select Tools from the EDEExpress menu bar to access the File Format function.

File Formats

File Formats is a utility in EDEExpress that allows you to select the data fields and the order of the fields for a file to be exported to an external system. Before you can export external data, you must establish a file formats that is tailored to your external system.

Each file format is identified by a user defined two-character code and the specific fields you select from the File Formats dialog box. The order in which you select the fields displays in the Sequence column and indicates the sequence in which the fields appear in the exported file.

Files exported out of EDEExpress using File Formats can be exported as standard fixed-length files or each field can be separated by a delimiter. When exporting a file, if you choose fixed-length, the system exports the file in a standard layout, with each field exported into a specific field position within the layout. If you choose comma, tab, or custom delimiter, the software exports the file with each field separated by the chosen delimiter. Some systems may find it easier to import the file with a selected delimiter, rather than using a fixed-length layout for all exports.

For more information on File Formats, see the online Help in EDEExpress.

Create File Formats

The specifics steps for this process in EDEExpress follow.

1. Select **Tools, File Format** from the menu bar.
2. Click the module for which you want to create the file format.
3. (Optional) If you have previously created file formats, click **Add**.

4. Type a two-character format code for the file you are creating (the code must be unique).
5. Type a description of the format you are creating.
6. Click the down arrow on the right to scroll through the list of fields.
7. (Optional) If you want to select all the fields, click **Select All**.
8. (Optional) If you want to select specific fields, mark the checkbox next to the fields you want to select.
9. Click the **Resequence** button to shift all selected fields to the top of the list for easy viewing. Click **OK** to continue.
10. Click **Save** to save the format, then click **OK** to continue.
11. (Optional) Click **Add** and repeat steps 3 through 10 to add more formats.
12. Click **OK** to return to the EDEExpress main window.

Export Data to an External System

The specific steps for this process in EDEExpress follow.

1. Select **File, Export** from the menu bar.
2. Click the tab for the module from which you are exporting data (Pell or Direct Loan.)
3. Click the down arrow on the Export Type text box to display and select from a list of data types to export.

For Pell, select **External Data**.
For Direct Loan, select **External Loan Data**.
4. Confirm that the default filename and data directory you established in Setup appears in the Export To box.
5. (Optional for Direct Loan) Set Export Status to **Y** (Yes), **N** (No), or **B** (Both.) Export Status refers to the Export to External flag in the database. Choosing Export Status as Y on the export screen exports all records with the Export to External System flag set to Y. Once the export process completes, this flag is set to N.

6. Type the code of the file format you want to use in the Format Code text entry box in the lower portion of the screen. (See “File Formats” later in this section and the online Help in EDEExpress for information about creating and using file formats.)

Or, click the **ellipsis (...)** button to open the File Format grid and select a code from the list. Click the code you want to use, and then click **OK** to return to the Export dialog box.

7. (Optional) Click the **Select Delimiter** option and choose the delimiter method you want to use to separate the data in your file. If you chose to use a custom delimiter, type the character/string you want to use in the Custom Delimiter entry box.
8. (Optional) Click the **Selection Criteria** button to narrow the group of records you want to work with. When you are finished, click **OK**.
9. Click **OK** to export the file. EDEExpress exports the file to the location shown in the Export To box, and an export statistics dialog box appears.
10. Click **OK** to close the export statistics dialog box.

The Query Function

EDEExpress includes a powerful SQL-based query function that offers you much flexibility in locating and extracting information from the records in your database, for whatever purpose you require. It allows you to create files tailored with information just for the business office or to print reports that identify specific student populations.

General information on Query follows. For more detailed Query information, see the online Help in EDEExpress.

What is a Query?

A query is a request for certain records from your EDEExpress database. It describes records meeting certain criteria that you specify. Queries are used in functions like Print and Export to select specific groups of student records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query.

Why Create a Query?

Use a query any time you want to work with a subset of all the records on your database. For instance, you may want to print a list of seniors to whom you have disbursed Pell. Or, you might want to create unsubsidized loan records for all dependent students with parent's credit decisions of credit denied.

Queries are used in all modules of EDEExpress to perform specific functions, such as printing and exporting. Generally, any time working with a subset of records makes sense, EDEExpress provides the option to use a query. Queries are available in any dialog box where the Selection Criteria button is enabled.

Simple Query Statements

A query statement has three components:

- Data field
- Operator
- Value

Query Examples

Example of a Pell Grant Query

If you want to find all students who are **residents of Missouri**, who received the **maximum amount** of Pell Grant funding, the query statement may look like this:

(STUDENT'S STATE OF LEGAL RESIDENCE = "MO")
AND
(AWARD AMOUNT FOR ENTIRE YEAR = 4050)

Example of a Direct Loan Query

If you want to find all **first year, incoming students** with approved loan amount of **less than 2,000**, the query statement may look like this:

(GRADE LEVEL IN COLLEGE = "0")
AND
(LOAN AMOUNT APPROVED < 2000)

You can build queries like these easily in EDEExpress by selecting fields, operators, and values from lists. Help for the valid values, for all fields, is available on the Query screen.

Predefined Queries

To get you started, EDEExpress offers sets of queries that are commonly used in Pell, Direct Loan, and the other modules of the software. You can use these predefined queries as they are, or you can use them as templates for building the queries that are most useful to your school and the way you process data.

See the online Help in EDEExpress for a complete list of predefined queries.

Create a Query

The specific steps to create a query in EDEExpress follow.

1. Select **Tools, Query** from the EDEExpress menu bar.
2. Click the tab of the module for which you want to create a query (Pell or Direct Loan.)
3. Click the **Add** button.
4. Type a descriptive title for the query.
5. Select a field from the Field list. You can type the first few letters of the field name to find the field names that begin with those letters.
6. Click the down arrow in the Operator field to select an operator.
7. Type a value for the field. Click the **Value Help** button to see the valid values for the field.

If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, click the **Prompt at Execution** checkbox.

8. Click the **Append** button to add the query statement to the Criteria box.
9. (Optional) Click the **And** button or the **Or** button to add another statement to the query. Repeat steps 5-8 until you have added all statements for the query, then continue with step 10.
10. Click **Save** to save the query, then click **OK**.
11. Click **OK** to close the Query dialog box or click **Add** to create another query.

Combination System Edits

Volume V, Section 4 contains Pell Grant and Direct Loan EDEExpress edits. They are provided in a table format and are listed by edit number. The field name, table, condition, and message associated with each edit are also provided.

Example End-of-Entry Edits and Resolution Steps

The following End-of-Entry Edits are commonly encountered whenever importing External Origination or Disbursement Add data into Pell and Direct Loan. Please refer to these example edits for resolution help.

Pell

Pell Origination End-of-Entry Edits

1200-1211	<p>Description: EDEExpress validates the student's Award Amount for the Entire School Year based on the student's EFC, Academic Calendar, Cost of Attendance, and Enrollment Status or Weeks/Hours used to calculate payment. If the Award Amount for the Entire Year in the External Origination Add file is greater than the EDEExpress calculated amount, the record will not import.</p> <p>Resolution Steps: Confirm each record has the correct Award Amount for the Entire Year in the External Add file.</p> <p>Payment Methodology and Academic Calendar – When calculating Award Amounts, you must use the correct Payment Methodology and Academic Calendar combination. EDEExpress has a variety of edits that ensures consistent and accurate Award Amounts, provided the values are correct.</p>
1550	<p>Description: This edit results when the student's Date of Birth in the External Origination Add field is blank.</p> <p>Resolution Steps: Add the student's Date of Birth in CCYYMMDD format to the External Add file.</p>

Pell Disbursement End-of-Entry Edits

1302	<p>Description: EDEExpress rejects the Disbursement Record and displays Edit 1302 if the Disbursement Amount in the External Disbursement Add file is greater than one half of the Scheduled Award. This edit affects records where the student was selected for Verification and the Verification Status Code is “W.”</p> <p>Resolution Steps: To correct this edit, the External Add file must contain a disbursement amount that is equal to or less than one-half the Award Amount for the Entire School Year. When the Verification Status Code in the Pell Grant tab has been accurately updated and accepted by COD, an External Add file with another payment can be imported.</p>
1520, 1530, 1540	<p>The U.S. Department of Education assigns a Funding Methodology to schools which determines when a school can disburse funds.</p> <p>1520 – Description: This edit applies to Just-in-Time Funding or Pushed Cash. The current date cannot be more than 7 days prior to the disbursement date.</p> <p>Resolution Steps: To correct this edit, enter a disbursement date that falls between 06/21/2004 to 09/30/2009 and is no more than 7 days greater than the current date.</p> <p>1530 – Description: This edit affects Advanced Funding or Cash Monitoring 1 (CM1). The current date cannot be more than 30 days prior to the disbursement date.</p> <p>Resolution Steps: To correct this edit, enter a disbursement date that falls between 06/21/2004 to 09/30/2009 and is no more than 30 days greater than the current date.</p> <p>1540 – Description: This edit applies to Cash Monitoring 2 or Reimbursement Funding. The current date cannot be greater than the disbursement date.</p> <p>Resolution Steps: To correct this edit, enter a disbursement date that falls between 06/21/2004 to 09/30/2009 and matches the current date.</p>

Direct Loan

Direct Loan General End-of-Entry Edits

1025	<p>Description: This edit occurs if the change record importing the Borrower Default On Education Loans is set to a Y and an actual disbursement exists.</p> <p>Resolution Steps: EDEExpress prompts you to adjust the actual disbursement to \$0 (Disbursement tab) and set Default on Student Loan to Y (Origination tab). Or, you can correct the Import Change file to include the correct data. Once corrected, the changes are ready to send to COD.</p> <p>Description: If making an external change to a PLUS loan for the amount approved, this edit checks that the amount approved is less than or equal to the amount requested.</p> <p>Resolution Steps: You can correct these amounts on the Origination tab, or you can correct the Import Change file. Once corrected, the changes are ready to send to COD.</p>
1180	<p>Description: This edit indicates the Anticipated Disbursement Date is in error, because the dates imported were out of order.</p> <p>Resolution Steps: You can correct this by importing an Actual Disbursement Date that occurs prior to the first Actual Disbursement Date. Once the date is corrected, you can re-import data to update the record in EDEExpress, or you can make the change in the record in EDEExpress and then send the change to COD. Once corrected, re-import data to update the record in EDEExpress or to make the changes in the record in EDEExpress and send the change to COD.</p>
1215	<p>Description: This edit looks at the Inactive Loan flag. If the Inactive Loan checkbox is marked, updates to Actual Disbursements are not allowed.</p> <p>Resolution Steps: Check the Inactive Loan flag in the Loan Information box on the Loans tab. If the loan should be active, you can unmark the Inactive Loan checkbox and then make changes to the disbursement fields.</p>

Direct Loan Origination End-of-Entry Edits

1010	<p>Description: You receive this error when the student's date of birth is the same as the parent's date of birth on a PLUS loan.</p> <p>Resolution Steps: Correct either the student's date of birth or the parent's date of birth.</p>
1035	<p>Description: You receive this error if the dependency status = D for dependent and year in college is six or seven. Graduate students cannot be dependent.</p> <p>Resolution Steps: Change either the dependency status or the year in college.</p>
1125	<p>Description: You receive this error if the Loan Period End Date is more than 12 calendar months past the Loan Period Start Date (must be less than 365 days or 366 days if a leap year).</p> <p>Resolution Steps: Correct this error by adjusting the Loan Period End Date.</p>

Direct Loan MPN End-of-Entry Edits

1065	<p>Description: You receive this error:</p> <p>If the MPN Status is changed to S and the current MPN status is not P, or</p> <p>If the current MPN status is not an R and the Prom Note Indicator is F (On-site Custom System).</p> <p>Resolution Steps: Change the status to P, then change the status to S.</p>
4006	<p>Description: You receive this error when the MPN status is changed to T and the current MPN status is not N, R, P, S, or M.</p> <p>Resolution Steps: Change the current MPN status to R or P. Then, change the MPN status to T.</p>